

PF015.4c Construction Phase Plan – Bracken House

Bracken House
Charles Street
Manchester
M1 7BD

Issue	Date	Comments
1	09/05/23	Issue for review

Below is the amendment record for minor or non-material revisions or amendments that do not warrant a full re-issue of the document. All such amendments are marked by a vertical line within the left-hand margin.

Amendment No	Date	Amendment	Page/s
Rev002	4/01/24		
Rev003	30/03/24	Site Layout plans	
Rev 004	01/04/24	Site plan revisions	

Prepared By:

Richard Wattam
Senior Project Manager
Everlast Waterproofing Ltd

Date: 09th May 2023

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1.0 Introductory Statement

This Construction Phase Plan has been prepared from all available and relevant information relating to the project. It sets out the general framework for the management of health & safety for the duration of the project.

All of the work will be carried out under UK legislation i.e., the Construction (Design and Management) Regulations 2015 and Management of Health and Safety at Work Regulations 1999

This document will need to be developed, reviewed, and updated as the project progresses, further design work is completed, information from sub-contractors becomes available and unforeseen circumstances or variations arise.

In order to maintain high standards of health and safety all construction work will be monitored and controlled throughout the duration of the project.

The main objectives of this Construction Phase Plan are to achieve a safe working environment for all persons who may be affected by the work operations. Such objectives include:

- The elimination of all reportable accidents under the provisions of the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013.
- To actively manage safety and in doing so improve the safety awareness of all personnel involved with the site and to ensure safe working practises for all employees are established and adhered to.
- To encourage all employees to play an active part in improving the health and safety standards as detailed within this Construction Phase Plan.

This document details the various health and safety arrangements, which will be required during the progress of all construction work on the client's property.

This document will be completed in full where relevant and then developed as the project progresses; it will provide the basis for the Health & Safety File.

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2.0 Key Project Information

2.1 The Client for this project is:

Grey GR Limited Partnership

Grey GR Limited Partnership
c/o Railpen Limited 100 Liverpool Street London
EC2M 2AT

Contact: Robert Hutton
Phone: 07393 242411
Email: robert.hutton@railpen.com

2.2 Managing Agent for the building is:

Inspired Property Management Ltd 6

Malton Way,
Adwick-le-Street,
Doncaster,
DN6 7FE

Contact: Ben Foakes
Mobile: 07394857240
Email: ben@inspiredpm.uk

2.3 The Principal Designer for the project is:

Tuffin Ferraby Taylor LLP

15 Oxford Court
Manchester
M2 3WQ

Contact: Gareth Barry
Mobile: 07721 120557
Email: gbarry@tftconsultants.com

2.4 The Employers Agent for the project are:

Tuffin Ferraby Taylor LLP

15 Oxford Court
Manchester
M2 3WQ

Contact: Jake Honor
Mobile: 07739 248984
Email: JHonor@tftconsultants.com

2.5 The Project Manager for the project are:

Tuffin Ferraby Taylor LLP

15 Oxford Court
Manchester
M2 3WQ

Contact: Jake Honor
Mobile: 07739 248984
Email: JHonor@tftconsultants.com

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2.6 Quantity Surveyor for this project is:

Tuffin Ferraby Taylor LLP

15 Oxford Court
Manchester
M2 3WQ

Contact: Dlyan Devshi
Mobile: 07387 525324
Email: ddevshi@tftconsultants.com

2.7 Building Control for this project is:

Manchester City Council, Growth & Development Directorate Planning, Building Control and Licensing Section

Building Control
PO Box 532 Sixth Floor Town Hall Extension
Manchester M60 2LA

Contact Kelly Unsworth
Tel
Email Kelly.Unsworth@manchester.gov.uk

2.8 Structural Engineer for this project is:

Dunster Consulting

Design and Drawing Office
18-22 Micklegate
Pontefract
West Yorkshire
WF8 1QG

Contact: David Dunster
Tel: 07825581018
Email: david@dunsterconsulting.com

2.9 Designer for this project is.

Blueprint
The Dog House
Lark Hill Road
Worcester
WR5 2EF

Contact Paul Bradley
Tel 01905 767800
Email paul@blueprintuk.net

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2.10 Fire engineer for this project is;

CHPK Fire Engineers

53 New Broad Street

London

EC2M 1JJ

Contact

Chouaib Lekmiti

Mob

Email

Chouaib.lekmiti@chpkfire.co.uk

2.11 The Principal Contractor for the Project is:

Everlast Waterproofing Ltd

The School House

Parkfield Terrace

Pudsey

Leeds

LS28 6BS

Contact:

Richard Wattam

Mobile:

07921 396705

Email:

rwattam@everlastgroup.co.uk

2.12 Site Location

Bracken House

Charles Street

Manchester

M1 7BD

2.13 Nature of Work

The scope of work covered by this document is for suspension of a section of road to Charles Street to allow the establishment of scaffold access along with hoist from ground level. The erection of fixed tube and fitting scaffold with 500kg hoist, for the installation of new aluminium support frame, ribbon windows upgraded insulation, fire barriers and solid aluminium cladding panels, to the south, east and west elevations.

2.14 Programme/Timings

Onsite Start Date: 2nd April 2024 subject to contracts and council permits

Durations: Site works duration- 55 weeks

2.15 Site Hours

Shift Times:

Site opening times Monday – Friday	07:30-18.00
Work face hours Monday – Friday	08:00 - 1800

Any noisy operations will be agreed with the client on site.

It is not anticipated that weekend or out of hours work will be necessary however if required 48 hours' notice must be given and written permission received from the client representative.

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3.0 Health & Safety

3.1 Company Health & Safety Policy Statement

The Board of Directors have prepared the following policy in respect to health and safety and in accordance with their duties under Section 2 of the Health and Safety at Work Act 1974. This policy will enable The Company to satisfy applicable requirements of ISO 45001:2018 and meet its legal and other obligations.

The management team are dedicated to creating a safe working environment. Therefore, it will strive to, so far as reasonably practicable, ensure the health, safety and welfare of all persons affected by the work activities or operations undertaken. Health, safety, and welfare will be considered of paramount importance and a management responsibility equal to that of any other function.

The Company will so far as is reasonably practicable:

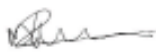
- provide and maintain plant and systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- provide information, instruction, training and supervision as necessary to ensure the health and safety at work of all employees;
- as regards any place of work under The Company's control, ensure the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- provide and maintain a working environment for employees that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

The Company will develop and maintain a continually improving management system which is designed to comply with relevant standards. Objectives for continual improvement of the system will be set annually during Management Review.

Regular meetings between safety representatives will allow communication and consultation with the workforce over matters that affect their safety and health. All employees are encouraged to actively contribute towards supporting The Company in providing a work environment that is free from injury and/or ill health through their work activities. The company recognises safe behaviours and is committed to re-educating where unsafe behaviours are apparent. One key aim is to promote a safety culture that enables the workforce to challenge any activities perceived to be unsafe.

This policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects the changing needs and circumstances of The Company.

This policy is to be read in conjunction with the Integrated Management System Manual and other related policies and processes. It will be available as documented information and communicated to employees and other interested parties in line with company processes.



Mike Hunter
Managing Director



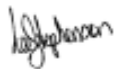
Jason Cross
Operations Director



Mark Buttrey
Group Finance Director



Chris Bott
Director



Lee Stephenson
Contracts and
Labour Director



Neil Jordan
Director – Rail



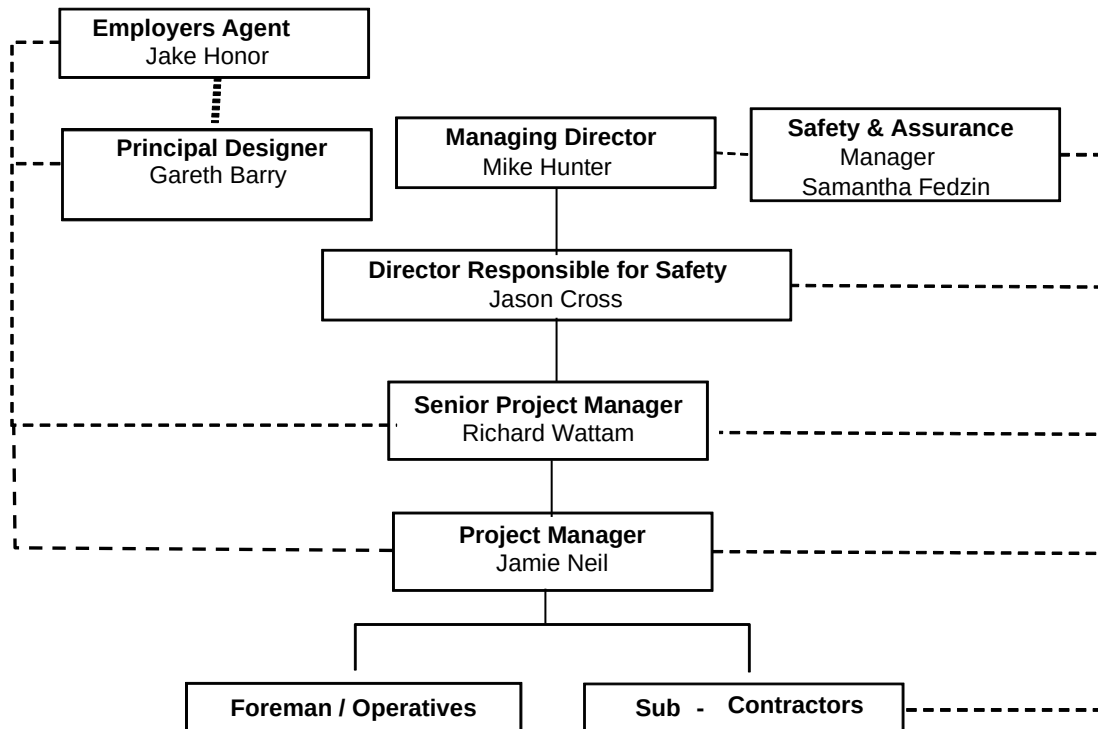
Scott Deighton
Managing Director
Specialist Surveys



Damian Maclean
Managing Director
Scaffolding

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3.2 Company Health & Safety Management Structure for the Project



Reporting Lines _____

Advice & Guidance - - - - -

1. Mr Mike Hunter is the Managing Director.
2. Mr Jason Cross (Director Responsible for Safety and Contracts Director) has overall responsibility for the company's health & safety performance.
3. Mrs Samantha Fedzin Company's Safety & Assurance manager will make site inspections, when requested, reporting directly to the Director Responsible for Safety.
4. Senior Project Manager (Richard Wattam) has the responsibility for overseeing the management of health & safety.
5. The Project Manager Jamie Neil has the responsibility for the management of health & safety.
6. The Site Manager (TBC) will have day to day responsibility for the site. In the event that the Site Manager cannot be present on site the Everlast Waterproofing Ltd Contracts Manager overseeing the works will nominate another suitably competent Site Foreman to take his place.

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3.3 Procedures for Communicating Health & Safety Information on Site

This Construction Phase Plan is based on information agreed at the project planning phase and will be issued to the Site Manager prior to commencement of works.

A site induction briefing will be held by the Contracts Manager or site Manager before work commences, to ensure that the operatives are aware of all basic health & safety practices, site rules and security.

The Safety & Assurance Consultant will attend the initial site meeting to ensure he is satisfied with the safety of the site set up.

There will be regular site meetings involving Everlast Waterproofing Ltd and the Client representatives where Health & Safety will be an agenda item. The principal designer may be requested to attend if necessary.

These meetings will further be augmented by on-going site inductions of any new operatives and “toolbox” talks by the Contracts / project Managers and Site Manager, as necessary.

The entire workforce will be requested to sign for any induction, site safety briefing or toolbox talk to confirm attendance and their understanding of the content of the briefing/toolbox talk.

Communication will generally be between Everlast Waterproofing Ltd, the Principal Designer and the Client contact although more localised liaison may be established with relevant members of the client staff as the project progresses.

Should client staff or its appointed service delivery partners require access to the work site by prior arrangement Everlast Waterproofing Ltd will ensure any relevant hazard and risk information is communicated.

A contact list containing emergency contact details for site management team, the Client contacts and the Principal Designer will be displayed in the site cabin and contained in the site file.

3.4 Emergency Procedures

The site emergency procedures will be followed at all times these will be briefed to all Operatives during the induction training. The Emergency Plan for the site compound and work areas is attached as an appendix and will be developed further by the Project managers and Site Manager on commencement of the works and displayed in the site office.

Everlast Waterproofing Ltd.'s accident & emergency arrangements will also be displayed alongside the above.

The means of communication to the work area will be by mobile telephone.

3.5 Notification to the HSE

TFT has been instructed by the Client to notify HSE will be notified of the works taking place and an F10 has been submitted due to the nature and timescale of the works.

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The local HSE office for the project is:

Northwest HSE Office
Bootle Headquarters
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

3.6 Monitoring Health & Safety Standards

The Site Manager will carry out a daily site walk-rounds to ensure the site is in safe condition for work to start and all risk control measures in the risk assessments have been put in place.

Regular visits will be made by representatives from Everlast Waterproofing Ltd including the Safety & Assurance manager who, will carry out inspections and prepare reports, drawing any non-compliance to the Contracts Manager's immediate attention. The Client will be made aware of the results of the Inspections during the Project Management Meetings and copies of all inspection reports will be retained in the site file. Any serious situations or continuing non-compliance will immediately be reported to the Principal Designer and the client.

In the case of serious non-compliance to Health, Safety and Environmental procedures work will cease immediately until the issue/s have been resolved and in certain cases disciplinary action may be taken against the offender/s.

3.7 Unplanned Events

The Contracts Manager shall inform, by telephone immediately and subsequently confirm in writing, any of the following to the Client, Principal Designer, and the Safety & Assurance Consultant:

1. Any incident/accident required under UK legislation to be reported to the HSE under the RIDDOR 2013 Regulations
2. Any enforcement action by any enforcement body or client's representative, whether in relation to H&S matters or otherwise.
3. Any major change of the design and/or to the resources required to complete the work, which may involve amendment to the Construction Phase Plan.

3.8 The Health & Safety File/Building Manual

A limited set of information is available from the existing Health and Safety File for the building and a hard copy is located on site from the client and all available relevant information has been scanned and included in the Principal Designers Pre-Construction Information Pack
All relevant documentation as detailed within the prelim documents will be handed over to the Principal Designer at the end of the project for incorporation into the Project Health & Safety File.

All alterations to the "original design proposals" will be recorded by the contractor/sub-contractor concerned and incorporated within this Construction Phase Plan in order that they can be included within the Health & Safety File.

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3.9 Maintenance of Plant and Equipment

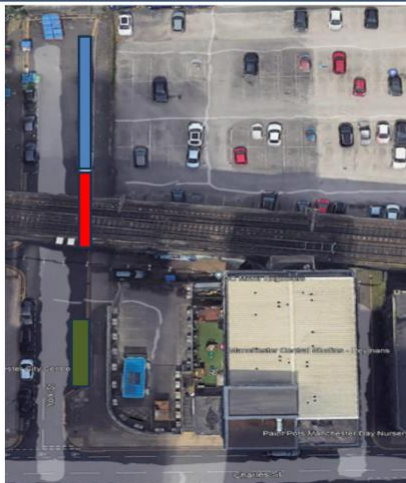
All plant and equipment will be maintained in line with manufacturers guidance and best practice
All lifting devices will be inspected before use and have compliant LOLER certification at 12 months or 6 months for personal carrying attachments.
All electrical equipment 110v or 240v will have an in date PAT test cert: Note 240v only allowed for laptops and chargers all site equipment will be 110v
All plant and equipment will be inspected prior to use, if found to be faulty then the item should be marked as faulty put out of service and brought to the attention of Everlast Management to repair or replace.

4.0 Existing Site Information

4.1 The Surrounding Environment

The site compound location plan

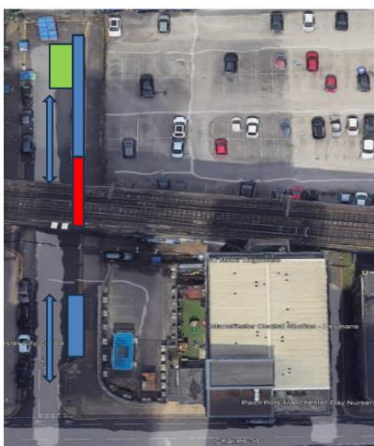
Bracken House- Compound Layout



-  Fenced Storage Area
-  Welfare Units
-  Cabin Storage Area

Site Access Plan

Vehicle Access Plan- Bracken House



-  Vehicle unloading area – Limited to rigid vehicles
 -  Vehicles on and off site
 -  Hiab access- to compounds only
- All vehicle movements to be under the supervision of a vehicle banksman
All Vehicles to have edge protection in place
All off load areas to be barriered off

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Due consideration will be given to the local security requirements and arrangements.

The compound fencing will be solid heras panels to the compound and mesh panels to the scaffold areas, where possible to minimise the potential of hideaway areas for the general public and for a less intrusive appearance for the tenants.

Chapter 8 barriers will be used to segregate the public from delivery vehicles and to create a safe zone.

The surrounding area is predominantly residential, and retail and every care will be taken to minimise disruption during the working hours.

All deliveries will be timed to avoid deliveries, bin collections and peak traffic flow times.

Nursery drop off and collection times will be avoided at all times to minimise the interface with heavy vehicles and children.

All vehicles will be limited to rigid vehicles. Deliveries will be programmed to suit the above stated restrictions.

All vehicle movements will be under the supervision of a marshal.

4.2 Services

All existing services will be worked around where possible any local services which need to be removed will be discussed with the client to determine the appropriate actions needed.

All other services including water, data and electricity supplies to the building will remain live during the works and will not be disturbed during the works.

Should this change, this plan, associated method statements and risk assessments will be amended to reflect this, and the client updated accordingly.

4.3 Site Conditions

Access to the site compound will be through the gated entrance for vehicles and separate segregated pedestrian route. The site welfare will be located within the compound area located within the parking bays as shown on the site plans.

All storage areas will be secure fenced areas with materials stacked in a safe manner.

All materials will be transferred within the compound to the site hoist for the external works.

The materials will be transported to the area of works via the hoist and fixed scaffold ensuring the SWL of the hoists are adhered to at all times.

Materials for the internal works will be always transferred via the shortest route along the existing pavements with a marshal in attendance. These movements will avoid peak pedestrian flow.

Access and emergency escape routes for the building must be kept clear at all times and priority must be given to the staff and visitors. Specific attention will be paid to the nursery exit routes.

All deliveries must be planned to minimise disruption, and all materials must be moved immediately to the storage or working area.

The building will remain under the control of the client. All staff will receive a briefing on site conditions and delivery programme on a regular basis from Everlast Site Supervisor/ Manager. However, the working areas and site compound will be handed over to Everlast Waterproofing Ltd for the duration of the project.

Communication with the tenants will be initially by the appropriate letting agents and this will be backed up by letters from Everlast waterproofing to inform the tenants of works around their apartments and with more specific detail if the apartment is to be used for access 7 days prior to accessing. There will be additional liaison through the letting agent representative on a daily basis.

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4.4 Building/Structures

The site supervisor is to ensure the working and loading areas are kept clean and tidy at all times, and all roof structure loadings are kept within the design parameters. Any concerns regarding the working area, etc. should be discussed with the Everlast Waterproofing Ltd Contracts Manager, the Designer or Principal Designer.

4.5 Existing Drawings

The site has minimal available information in the health and safety file with regards to detail drawings and specifications of the existing work areas. Any existing drawings can be found in the accompanying pre-tender information pack located within the file on Everlast Waterproofing electronic files.

4.6 Asbestos

As the building is pre 2000 there is potential for asbestos within the existing building fabric. The building owner has supplied the latest asbestos survey for clarity. None of the planned work areas have been identified as containing asbestos.

In any unforeseen event all operatives will be asbestos awareness trained and should any suspicious materials be encountered works will stop pending a laboratory test of the sample by a competent person and the Client Representative and Everlast Waterproofing Ltd Contracts Manager informed.

5.0 Design

It is recognised that construction works of any nature create risks; those risks for this project that have not been designed out will be addressed within this Construction Phase Plan, Associated Method Statements and Risk Assessments.

5.1 Anticipated Significant Hazards

The following significant hazards or work sequences, which cannot be avoided or designed out, have been identified:

- a. Working at Height
- b. Site Set up
- c. Interface with tenants, visitors, other trades, nursery staff and children, general public
- d. Hoist and plant
- e. Existing services including live cables
- f. Traffic management
- g. Manual handling
- h. Waste disposal
- i. Security & work site trespass
- j. Hazardous substances
- k. Adverse weather and wind
- l. Hot works
- m. The site emergency arrangements and rules
- n. Asbestos
- o. Silica dust
- p. Noise
- q. Needle stick

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5.2 Method Statements

Method Statements addressing the aforementioned hazards and detailing the Safe Systems of Work will be prepared before the commencement of any of the operations. These will be included within Appendix 2 of this Construction Phase Plan.

5.3 Risk Assessments

In preparing the risk assessments, the above-mentioned hazards will be addressed and are included within Appendix 1 of this document. However, should further risk assessments be necessary these will be carried out by the Contracts Manager with assistance from the Contracts Director and others if necessary.

Method Statements incorporating risk assessments will be required from any sub-contractors as the project progresses but before their commencement on site and included within Appendix 1. Everlast Waterproofing Ltd shall co-ordinate the preparation of method statements were the activities and risk relate to more than one sub-contractor.

6.0 Construction Materials

6.1 Materials

In general, the materials to be used in this project are commonly used in the construction industry and their handling and use will be strictly in accordance with the manufacturer's instructions, recommendations, and good practice. All new cladding system will be A2-s1-d0 rated or better. All internal fire stopping materials will be installed in line with manufacturer's guidance and training.

6.2 COSHH

Any materials or substances, which fall under the Control of Substances Hazardous to Health Regulations 2002 as amended; the manufacturer's health & safety data sheets will be obtained and a COSHH Assessment prepared before any such material is brought to site.

This information will be made available on site and all operatives are instructed to refer to the COSHH assessments before handling, storing, or using the material.

All sub-contractors will be required to carry out their own COSHH assessments on any materials, which they intend to use and these together with the manufacturer's safety data sheets will be submitted to the Site Supervisor for approval before the materials are brought to site.

Substances required for the project will be carefully considered to ensure less hazardous alternatives are used where possible within the constraints of the client's requirements and specification.

The COSHH assessments will be contained in Appendix 1 of this Construction Phase Plan.

6.3 Lifting & Manual Handling

All materials and tools for the project will be transferred around site using mechanical means, where possible. The tools and materials will be lifted to the work area using the hoists.

The Projects Manager and Site Manager will discuss this as part of the site induction.

All operatives will be trained in manual handling and weights lifted will be at a comfortable level to the operative. If the operative feels the weight cannot be lifted comfortably, planned team lifts will be used.

All operatives operating hoists will be trained and competent for the machine being used. The site manager/ supervisor will monitor the operatives for compliance and competence.

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6.4 Storage of Materials

All materials will be stored securely and in accordance with their COSHH assessment and manufacturer's recommendations within the compound area. Locked containers with signage will be utilised for flammable materials.

6.5 Personal Protective Equipment

Throughout the duration of the project the correct PPE as mandated by the Risk Assessment, COSHH assessment, Method Statement and the client's requirements will be worn. In the case of damage or concern regarding the effectiveness of the PPE will be replaced immediately. No task requiring the use of PPE should be carried out with faulty or missing equipment unless a competent person has assessed the risk and given written authorisation. This authorisation should only be used in extreme circumstances.

7.0 Site Wide Elements

7.1 Traffic Systems and Restrictions

Access and egress to and from site will be via the local access roads. These will be used in full compliance with the Highway Code.

Parking will be within the off-site car parks located in close proximity to the site.

(Parking charges will apply)

Deliveries will be planned to cause minimal disruption to local traffic and site activities

All vehicle movements will be under the control of a marshal at all times whilst within the site boundaries and York Street.

Chapter 8 barriers will be utilised to segregate the delivery vehicles from the public and to create a safe zone.

7.2 Compound/ Access Areas

Compound and access point areas have been identified and will be detailed in the accompanying site layout drawing / traffic management plan.

7.3 Welfare Facilities

Welfare facilities will be provided via a self-contained welfare unit, the Welfare Facilities will consist of:

1. A heated and ventilated mess room for site personnel
2. Facilities to heat food
3. A hot water supply for hand washing
4. A facility to boil water
5. An adequate supply of drinking water
6. Toilet and hand washing facilities
7. Provision will be made for changing out of wet clothing and for drying wet clothing.
8. An appointed first aider and adequate first aid during normal working hours.
9. Accident reporting forms will be always kept in a prominent position in the site office / electronic form upon the site managers laptop.
10. All accidents must be reported to the Principal Designer and the Contracts Manager & then reported back to the company office.
11. Access to and egress from all site accommodation and welfare facilities will be kept in a safe, clean, and tidy condition.
12. All site accommodation and welfare facilities will be cleaned regularly and kept in a clean, tidy, and hygienic condition.
13. Suitable fire extinguishers for welfare accommodation and site works.

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7.4 Fire and Explosion/Hot working/Emergency Arrangements

The fire and emergency plan for the site can be found as an appendage and incorporates the local emergency arrangements. If necessary, this plan will be developed further during the project.

All Operatives will be made aware of the local fire and emergency arrangements and the location of the designated assembly point where everybody must register their presence in the event of a fire. All site operatives will be made aware of the procedure for raising the fire alarm in an emergency situation at the site induction.

The building emergency procedures will be affected by the construction works and the fire risk assessment will be updated as the works change and progress.

Should the fire alarm sound then operatives must proceed safely to the fire muster point located on York Street where the site supervisor will use the daily signing-in register to ensure all operatives are present and accounted for. The site supervisor will also liaise with client representatives to ensure the Site Fire and Emergency plan is co-ordinated with the client fire and emergency arrangements.

It is not anticipated that any hot working will be carried out during the project however a hot works permit system will be complied with should any unforeseen hot working be required.

The Contracts Manager should liaise with the Client Representative to determine any specific requirements he may have regarding methods of working, equipment, or materials to be used during the works.

All site accommodation will be fitted with suitable fire extinguishers and all site personnel will be made aware of the correct use in case of emergency.

All materials and substances must be stored in accordance with the manufacturer's instructions and the information contained in the COSHH assessments and safety data sheets.

All flammable materials will be kept in a separate flameproof lockable container fitted with suitable extinguishing media. This type of material will be stored in strict accordance with the following:

HSE: HSE(G)3, HS(G)34, HS(G)51, CS4 and CS6.

It is not anticipated that any significant amounts of flammable materials will be stored on site during the project.

First Aid

The Method Statements will include the names of any First Aiders/Appointed Persons and the locations of first aid equipment.

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Emergency Contacts

Name	Role/Organisation	Tel
Jason Cross	Director Responsible for Safety	07740 724 996
Richard Wattam	Senior Project Manager	07921 396 705
Jamie Neil	Project Manager	07935 602 868
Tony Whiteley	Site Manager	07885 213978
Jake Honor	Principal Designer	07739 248984
Emergency Services		999
Manchester Royal Infirmary	A&E Services	0161 276 1234

7.5 Waste Disposal & Environmental Considerations

Rubbish, debris, redundant materials etc., will be collected regularly from the work area placed into the storage area at ground level via the hoists.

All waste will be loaded into lockable skips provided in the Everlast compound on a regular basis/ and as a minimum at the end of each shift or as the waste arises.

Arrangements have been made with a locally licensed Waste Disposal Contractor who will collect the skips regularly for disposal at an appropriately licensed disposal station.

Waste Transfer Notes and Consignment Notes will be retained in the site file and returned to the Everlast Waterproofing Ltd office as soon as possible.

7.6 Control of Noise and Vibration

It is envisaged that noise and vibration may be an issue for this project and all necessary steps will be taken to reduce noise levels from plant, machinery, and work activities in accordance with the Noise at Work Regulations 2005. Where reasonably practicable, noise levels will be reduced at source to their lowest reasonable level & PPE must only be employed as the last resort.

All Vehicles and plant will be turned off when not in use. All generators will be super silenced and only up to date models ordered to ensure the best possible noise and emission levels.

Where possible the concrete slab will be drilled with diamond core bits to minimise the noise levels in the building and for operatives.

SDS drill – peak sound when drilling concrete 105 dB

Core drill- peak sound when drilling concrete 85dB

The drilling of the concrete slab will be intermittent throughout the construction process.

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7.7 Control of Dust

All operations that may create dust will be controlled by collecting the dust at the source of drilling in to the concrete slab. All drills are to be fitted with a drill shroud to contain the dust at source. All operatives will be issued with and required to wear suitable goggles and masks wherever this type of work is being carried out. All operatives will be face fit trained prior to any works. It is anticipated that limited dust will be created during the project, but all resident will be asked to keep their windows closed during works around the immediate area. If windows are left open these will be closed and taped shut to prevent dust entering the apartment. All debris will be swept up and bagged at source using water sprays to suppress any dust should it arise to prevent any build up or waste.

7.8 Children/Trespass

It will always be assumed that there will be children living near the site. Therefore, all work operations will be carried out in accordance with HSE Guidance Note GS7 “Accidents to Children on Construction Sites” and HSE publication “Protecting the Public – Your Next Move”.

7.9 Site Security

Everlast Waterproofing Ltd will assume responsibility for the security of the work area and will take reasonable measures to prevent unauthorised access.

The compound area must be locked at all times with plant and equipment secured whenever unattended with any keys or control boxes removed when not in use

All site compound fencing will be checked on regularly throughout the day and at the end of each shift to ensure all areas are secure.

7.10 Scaffolding & Hoardings

Only competent scaffolders are permitted to erect, dismantle, or modify scaffold. Scaffolders to be NASC approved. Scaffolding contractor to provide site specific RAM's, design, and calculations.

All high-risk areas within the work site and compound area will be made safe at the end of each working day. The work areas will be secured using Heras fence panels or similar robust hoarding. Suitable warning signs and notices will be affixed to the hoardings.

7.11 Fragile Surfaces

No fragile services have been found or anticipated during the works. If any fragile surface is discovered the site management will be informed and works will cease in the area until a suitable safe system has been installed. All site operatives will be briefed on the system of work and RAMS updated accordingly.

7.12 Adverse Weather

Drinking water for hot weather and foul weather PPE will be made available to operatives free of charge.

In the event of adverse weather works may be suspended at the discretion of the Site Supervisor if he deems the conditions unsafe.

The Site Supervisor will have an anemometer on site and will monitor wind speeds regularly. All works will cease should wind speeds exceed 26mph or gusts of 40mph.

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8.0 Sub-contractor Information

8.1 Sub-contractors

It is anticipated that a small number of sub-contractors will be required for the project. All will be selected from the Everlast Waterproofing Ltd Approved Sub-contractors list having had their competency and ability to work safely verified.

8.2 Information for Sub-contractors – Notification of Risks

All sub-contractors will be given a copy of the Construction Phase Plan or relevant sections, Everlast Waterproofing Ltd Safety Policy Statement and a copy of the risk log and will be required to confirm their agreement to comply with these documents before a contract is placed.

8.3 Selection Procedures

Everlast Waterproofing Ltd will ensure the competence and resources of all Sub-contractors including those used previously.

Sub-contractors will be required to submit their Company Health & Safety Policy, safe systems of work, COSHH/Risk Assessments, and specific method statements before commencing work on site. These documents will be checked by the Safety & Assurance Consultant and copies of relevant information forwarded to site for inclusion into this Health and Safety Plan.

8.4 Co-ordination

The Contracts Manager will be responsible for the co-ordination of the works carried out by Everlast Waterproofing Ltd and sub-contractors ensuring full compliance to this plan.

The Contracts Manager will also ensure that all operators of plant possess the requisite training and certification with copies retained for inclusion into this Construction Phase Plan.

8.5 Checklist

The checklist MF 8.3B will be completed before a sub-contractor commences work on site.

8.6 Agenda for Site Induction Meetings

The Client's Representative will ensure that all the relevant information relating to the existing site rules and operating conditions are briefed to the Contracts Manager before it is cascaded throughout the workforce. The Site Foreman will ensure that all employees and sub-contractors are briefed on the risk assessments, method statements and site-specific induction.

8.7 Non-compliance

In the event of any sub-contractor failing to comply with the Health, Safety & Environmental legislation or site rules and continuing to do so following a verbal warning will be formally notified in writing.

9.0 Overlap with the Client's Undertakings

It is the essence of the entire workforce and all Sub-contractors appointed that they make and maintain clear and effective arrangements to ensure that the construction activities do not put at risk the health and safety of the site, particularly residents, staff, and visitors to the site.

These arrangements are to be made clear to all contractors via the site induction process.

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All work activities will be from within fenced compounds to prevent any unauthorised access to the work areas.

10.0 Site Procedures

10.1 Site Rules

The following site rules shall be copied and displayed in the site office and mess rooms in order that all operatives will have the opportunity to make themselves aware of them.

All Site Staff, Operatives and Sub-Contractors whilst on Site will comply with the following Do's and Do not's:

Before you go on site

- Do - Sign into the site register within the compound.
- Do - Comply with all site instructions, method statements and risk/COSHH assessments
- Do - Wear clean reflective jacket (Hi Vis).
Hard Hat
Safety Boots.
Any other safety equipment you need, gloves, goggles, etc.
- Do - Act in a responsible manner at all times.
- Do - Follow safety instructions issued by Supervisors or Client's representative.
- Do - Obey the site traffic management plan & road user rules
- Do - Report any accident you may have on site to the Client or his representative as well as using the company's reporting procedure.
- Do - Ensure plant equipment or materials are securely stored.
- Do - Use ear defenders in areas above 80 decibels (Guide - If you have to shout to be heard at one metre).
- Do - Keep your work area tidy.
- Do - Obey any local fire precautions.
- Do - Be aware of any change in the site security status.
- Do - Report anything suspicious to the building / Everlast site security personnel
- Do - Obey any local security requirements from the buildings Security staff
- Do not - Obstruct access/exit points or emergency routes.
- Do not - Enter any area you have not been briefed to do so.
- Do not - Operate plant and machinery unless you have a certificate of competency.
- Do not - Wear Walkman radios, iPod, etc
- Do not - Smoke on site other than in client designated areas.
- Do not - Pollute drains or watercourses with liquids such as solvents, etc.
- Never - Report for duty under the influence of drugs or alcohol.
Consume drugs or alcohol whilst on duty.
Take unauthorised persons, children, or pets on site.
Place yourself or others in danger by your act or omission

Leaving Site

- Do - Remove rubbish and surplus material immediately and at the end of every shift.
- Do - Sign out in the site register within the compound.
- Do - Leave the site secure, clean, and tidy.

Remember, Safety is Everyone's Responsibility

Should you have any problems regarding safety on site then report immediately to your supervisor and the Client's representative.

Think before you act!!

If you do not know or are not sure - ask!!

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10.2 Training and Information

All personnel on site will receive the appropriate induction before they start working and personnel will also receive periodic “toolbox” talks from the Site supervisor and/ or Contracts Manager. These will include the implementation of safe working practises, the proper use of personal protective equipment (PPE) and general conduct.

Operators of plant, machinery and portable electrical equipment will be trained in accordance with relevant legislation before being authorised to use these items on site.

All personnel on site will have already received, or will be given, suitable training to ensure their health and safety and that of others as far as reasonably practicable as required by the Management of Health & Safety Regulations 1999. Training falls into three categories:

- General Training
- Trade Training
- Site Specific

General Training

Employees will be given information on the risks to their health & safety. Training is linked to capabilities to ensure that anyone given a specific task is capable of carrying this out in the prescribed manner.

In addition, employees and sub-contractors will be provided with adequate health and safety training through induction briefings prior to commencement and “Toolbox” talks aimed to make employees aware of the risks and necessary controls prior to commencing an operation.

Trade Specific

Most of this training is covered by organisations such as CSCS and the Contracts Manager will ensure that only trained persons holding a current training certificate undertake the required work during the duration of the project.

Site Specific

All personnel employed on the site will receive a Site-Specific Induction before commencing work on site.

10.3 Site Liaison

Regular site meetings will be held with all Operatives, the Client Representatives and Project Management Team, at which the company will present the following information in relation to health and safety:

- A report on any accident along with any comments, lessons learnt and a copy of the accident report.
- Notes of any meeting between the client/local managers/police/emergency services.

Arrangements for co-operation and co-ordination between the on-site Operatives and the client will be discussed and methods agreed for ensuring that all health and safety decisions will be passed between all parties and to the site operatives.

Meetings to discuss health and safety will be held as and when required either by the Principal Designer, the Client’s Representative or Everlast Waterproofing Ltd.

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Any unforeseen eventualities during the execution of the works, which could have implications on health and safety, will be brought to the attention of the Principal Designer, the Contracts Manager, and Everlast Waterproofing's Safety & Assurance Consultant immediately.

Any of the following events will be reported to the: Principal Designer, the Client, and Everlast Waterproofing's Director Responsible for Safety immediately.

- Accident/incident/Near Miss
- Visit to site by any Enforcement Agency.
- Improvement or Prohibition Notices issued by an Enforcement Agency
- Any formal warning issued to Operatives

This document will be reviewed and developed throughout the duration of the project to incorporate any procedures occurring later in the programme, which may not have been detailed in the issue of the Health and Safety Plan.

Procedures for considering the health and safety implications of design elements of Everlast Waterproofing Ltd packages.

Where a change in design is required then Everlast Waterproofing Ltd will consult with the Client to consider safety implications of possible design changes, for example:

- What new hazards arise from the design changes.
- How these hazards can be designed out or minimised and any additional safety measures that may be required.

Procedures for dealing with unforeseen eventualities during the project execution (resulting in substantial design change and which may affect resources).

Everlast Waterproofing Ltd will consult with the Client to consider:

- Safety implications of the proposed design changes
- What new hazards arise from the proposed design changes
- How these hazards can be designed out or minimised and any additional safety measures that may be required.

Liaison with any Sub-contractor who may be involved or possibly manufacturers/supplier may be necessary during consultations, but in all cases the Contract Administrator/Principal Designer will be advised on the outcome and the effect upon this Construction Phase Plan.

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Appendix 1

Site Specific Risk Assessment

Safety Data Sheets

EWL COSHH Assessments

Construction Site Fire Risk Assessment

Site Plan

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Appendix Two

Method Statements

Permits to Work

Accident and Emergency Procedures

Route & Directions to Hospital

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Appendix Three

Record of Site Briefings/Audits

Waste Transfer Licence

Insurance Documents

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Appendix Four

Scaffolding Register

Plant Register

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Appendix Five

Programme of Works

Register of Drawings

Record of Sketches